

## Safety Office Charter

<b>Team Name:</b>	<b>Level of Team:</b>
MCSC Safety Office (00T)	Staff Office
<b>Team Mission</b>	
To execute the Commanding General's responsibility for ESOH and develop safety professionals and processes to enhance the testing and fielding of safe and environmentally-sound equipment. To provide proactive ESOH assistance to the Program Managers throughout the life cycle of their systems. To provide a safe and healthy workplace for all Marine Corps Systems Command personnel.	
<b>Team Goals</b>	
<ol style="list-style-type: none"> <li>1. Provide safety advice to the Commanding General and other decision makers.</li> <li>2. Provide Safety Program assistance to the PM/PGs.</li> <li>3. Develop Command Safety Professionals.</li> <li>4. Establish and administer Occupational Safety and Health programs within MCSC.</li> <li>5. Establish and administer an Environmental Management program within MCSC.</li> <li>6. Establish a fielding and deployed systems safety management process.</li> </ol>	
<b>Team Objectives (Initial)</b>	
<b>By July 1, 2003:</b> <ol style="list-style-type: none"> <li>1. Review 100% of all Commander level MDA programs and render an opinion for safety documentation accuracy and thoroughness.</li> <li>2. Contact 100% of internal and external customers/stakeholders.</li> <li>3. Complete Lithium Battery and Safety Release process documentation.</li> </ol>	
<b>By November 1, 2003:</b> <ol style="list-style-type: none"> <li>1. 100% of MCSC understands 00T's role and responsibilities.</li> <li>2. Establish Command NEPA process.</li> <li>3. 00T fully staffed and operating within the Command.</li> </ol>	
<b>By January 1, 2004:</b> <ol style="list-style-type: none"> <li>1. Coordinate safety contracting mechanisms to ensure an adequate pool of safety resources are available.</li> <li>2. Establish a knowledge repository to facilitate the sharing of safety knowledge throughout the Command.</li> <li>3. Establish and integrate a Safety Professional Development program within MCSC and the Individual Development Program (IDP).</li> <li>4. Establish legally compliant Occupational Safety and Health programs.</li> </ol>	
<b>By April 1, 2004:</b> <ol style="list-style-type: none"> <li>1. Provide Safety Program assistance to the PM/PGs.</li> <li>2. To establish long-term program execution metrics</li> <li>3. Develop a MCSC Safety Handbook that documents the following procedures:               <ol style="list-style-type: none"> <li>a. PESHE</li> <li>b. OSH Procedures</li> <li>c. Safety Release</li> <li>d. Safe and Ready</li> <li>e. NEPA Compliance</li> </ol> </li> </ol>	
<b>Team Balanced Scorecard/Metrics (Initial)</b>	
Accomplishment of stated objectives. - To be re-evaluated in April 2004.	
<b>Customers/Stakeholders</b>	
<u>Customers</u>	<u>Stakeholders</u>
Warfighter POs/PMs/PGs MCOTEA MCTSSA Major Command Safety Offices MCSC Personnel	Commanding General Chief of Staff HQMC MCB Safety Division

**Team Products/Services**

1. Safety opinions and recommendations.
2. Safety Professional development.
3. Safety Summaries.
4. NEPA FONSI.
5. Policies, Procedures, and Handbooks.
6. Safety contract coordination.
7. Mishap Investigation support.
8. Occupational Safety and Health Compliance.
9. Safety trend analysis.
10. Safety Knowledge Management repository.
11. Environmental Compliance.
12. Safety specialty resources.
13. Provide Operational Risk Management training and support.

**Team Membership by Discipline/Organization/Function**

	Name	Organization	Function
1	Scott Rideout	Safety Officer (00T)	Team Leader
2	Paul Parker	AOT	Execution Monitoring
3	Tripp Elliott	AOT	Program Assistance
4	Hank Porterfield	MKI	NEPA Compliance/Program Assistance
5	Vacant	00T	Occupational Safety and Health/Fielding and Deployment
6	Vacant	00T	Occupational Safety and Health/Execution Monitoring
7	Vacant	Contractor	Program Assistance
8	Vacant	Contractor	Execution Monitoring

**Team Leader Responsibility**

1. Accountable for the Command's Safety performance and mission accomplishment.
2. Provides performance appraisals on Team members and/or input to the appropriate FIT manager.
3. Provides ESOH advice to the Commander when acting as the MDA. Supports the MTA process with Product Group Directors and ACPROG.
4. In concert with the FITs and Product Groups, manages the Command Safety processes and strategies.
5. Links 00T with the MCSC vision, mission, guiding principles and values. Demonstrates leadership, team member behavior, and champion of the Team Based-Product Centric work environment.

**Authority/Accountability/Boundaries**

1. Authority to represent the Commander in the areas of ESOH.
2. Authority to develop and implement safety processes and procedures within the Command.
3. Accountable to the Commanding General.
4. Our boundary is to advise the PM/PGs. The PM is ultimately responsible for the ESOH efforts for their acquisition programs.

**Review and Approval Process**Date of Approval: 3 July 2003 (Will be reviewed semi-annually)Submitted by: Safety Officer

Approved by Commanding General

  
[Signature]  
[Signature]